

Off Campus Training, Conferences, and Travel 2014-15 Update

DRAFT

Professional and Organizational Development Requests (Unrestricted General Funds)

Please beware that for Academic Year 2004-15, the budget and approval process for conferences and travel using **unrestricted general funds** has been moved from the President's Office to the Professional and Organizational Development (POD). To submit a request for off-campus training, conferences, and related travel through Professional and Organizational Development (POD), please follow the procedures below:

1. **CONFERENCE AND TRAVEL REQUEST/EXPENSE CLAIM FORM**- signed by the applicant, and the applicant's immediate supervisor/manager.
2. **POD CONFERENCE AND TRAVEL APPLICATION**- applicant's signature is required.
3. **DESCRIPTIVE MATERIAL**- brochure or photocopy describing the conference, including the dates, highlighted descriptions of the activities you will attend, agendas (if no current conference agenda is available, use agenda from last year's conference), which meals are included, confirmation of registration including costs and lodging costs, and any other information pertaining to travel reimbursement. **Requests submitted without this material will be returned which could delay or prevent eligibility.**

All Conference & Travel requests must be approved by the assigned division Dean/Department prior to being submitted to the Professional & Organizational Development Office. Requests must be received at least four weeks prior to the start of the conference. Employees will need to demonstrate that the purpose of attending the event will lead to professional development.

The Professional Development Council (PDC) meets the first Thursday of each month (except during Winter and Summer). All requests must be received by Professional & Organizational Development (POD) no later than the first Wednesday of each month by 12:00 pm to qualify for review at the PDC meeting the following day. **What will be going through PDC?**

Department Based Requests (Restricted General Funds)

Off campus training and associated travel paid from "**restricted general fund budgets**" or travel reimbursed by outside agencies (known as no-cost travel), should be made through the appropriate Vice President. These requests include requests that will be funded through the \$2,000.00 that has been set aside for each manager and their staff for professional development for 2014-15.

Faculty Association

Professional Development: The District will allocate an amount equal to \$200 for each full-time unit member to be used for professional conferences and travel. The funds will be allocated to Division budgets and will be accessed by request by unit members, per provisions cited under 16.j.1. Unit members may assign their allocated funds for use by other members within a division. (8.G.)

California School Employees Association (CSEA)

CSEA 262 Professional Development Fund: The District shall provide the Association an annual allocation of fourteen thousand dollars (\$14,000.00) for the purpose of professional development.

The Association's allocation may be used for conferences, workshops, seminars and other staff development activities selected and approved by the Association. A "Travel and Conference" form shall be submitted to the unit member's immediate manager and the Vice President, Human Resources for prior approval. Travel expenses shall be reimbursed by the District in accordance with District rules and regulations. (04.18) CSEA 651's collective bargaining agreements provide annual allocations of \$9,000 for the purpose of staff development related to union activities, as approved by this Association.

Tuition Reimbursement

Professional growth refers to compensation received after completing coursework or receiving certification that is job related. These opportunities are described in the applicable collective bargaining agreement.

Personal/Professional Growth Opportunities include higher education benefits. To qualify, employees must follow the higher education benefits guideline located in the collective bargaining agreement and submit an Application for Personal/Professional Growth Benefit form to the office of Human Resources. Professional growth activities such as formal workshops, seminars, or other training directly related to the unit member's job may be counted toward earning the lower division benefit. To qualify, employees must follow the appropriate guidelines located in the collective bargaining agreement and submit a Request for Personal/Professional Growth Benefit for Staff Development Activities form directly to the office of Human Resources.

Professional growth is not administered through Professional and Organizational Development.

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT TRAVEL/CONFERENCE REQUEST GUIDELINES & APPLICATION

Please make sure you have submitted the following paperwork:

1. **CONFERENCE AND TRAVEL REQUEST/EXPENSE CLAIM FORM**- signed by the applicant and the applicant's immediate supervisor/manager.
2. **PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT CONFERENCE & TRAVEL APPLICATION** to be created or adjust current documents?
3. **STATEMENT**-provide a one paragraph statement below describing how attending this activity will do one of the following:
 - ☐ Directly improve one's performance.
 - ☐ Promote students success by supporting learning-centeredness and student learning outcomes.
 - ☐ Improve workplace effectiveness in providing service to students and the community.
 - ☐ Promote equity by serving the needs of the broadest cross-section of constituents.
 - ☐ Encourage effective partnering among various college groups.
 - ☐ Support innovation and technological improvement to instruction and the institution.
 - ☐ Stimulate internal and external collegiality.**a. President Scroggins criteria**

4. **DESCRIPTIVE MATERIAL**- brochure or photocopy describing the conference, including the dates, highlighted descriptions of the activities you will attend, agendas (if no current conference agenda is available, use agenda from last year's conference), which meals are included, confirmation of registration including costs and lodging costs, and any other information pertaining to travel reimbursement. **Requests submitted without this material will be returned which could delay or prevent eligibility.**

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CONFERENCE AND TRAVEL SUMMARY

Title of Activity:

Date(s) Attended:

Location:

1. What are/were your expectations of the event?
2. What were the results of the key sessions you attended?
3. How do you intend to incorporate the information or experience into your instruction or service?
4. Would you recommend another person to attend this workshop/conference in the future? Why or why not?
5. Additional Comments

